

SBDM minority data

Schools that have 8 percent or greater minority membership in their student population, as determined by the preceding year's Oct. 1 enrollment data, are required to have minority membership on their school council [KRS 160.345(2)(b)2]. Notification for schools, based on this data, can be found on the KDE SBDM web page or by following

this [link](#).

If your school councils require the addition of a minority parent and teacher member, the principal, by statute, must work with parent and teacher organizations to select minority parent and teacher representatives. If you have questions, please contact the [KDE SBDM consultants](#).

FAQ's regarding minority elections

When is a council required by statute to have minority representation?

Schools with 8 percent or more student minority population shall have at least one minority representative to the school council.

Who is responsible to ensure minority representation if a school council is required to have a minority member and has not elected one during the initial election cycle and/or the principal is not a minority?

The principal will be responsible for carrying out the following:

- The principal shall call for nominations and shall notify the parents of students of the date, time, and location of the election to elect a minority parent to the council by ballot; all minority parents with students enrolled and pre-registered for the school are eligible to serve as council members; and
- Allowing the teachers in the building to select one (1) minority teacher to serve as a teacher member on the council.

What if a school has no minority teachers?

If the school has no minority teachers, the school faculty shall select, by majority, an additional teacher member to the school council to represent the minority student population. The council will still need a parent to serve as the minority representative.

If a school has attempted to get a minority teacher to serve on the council, but none are willing or the school only has one minority and they are unavailable or unwilling to serve, what happens to the minority seat?

If the minority teacher(s) is unavailable or unwilling to serve on the council, the position is listed as vacant. A non-minority teacher cannot be substituted to serve as a minority representative.

If no minority parent or teacher were elected in the general election, and a special election is needed, will the school need to apply for an Alternative Model application since the result would be an increase from six members?

An election for minority representation will result in an increase from six members to eight members on a single council. This does not require an Alternative Model application to be filed as this is fulfilling the statute for minority representation.

SBDM training verifications guidance

The SBDM training verification Web-application database is now available [here](#). All school verifications should be entered into the database by Nov. 1. Directions for submission can be found by following this [link](#). Questions concerning training verifications should be directed to a KDE SBDM [consultant](#).

New resources available

The KDE SBDM consultants and staff have developed two new resources to support school council work. Both of these resources can be found on our website or by following the links below.

[SBDM Bylaws and Policy Guidebook](#)

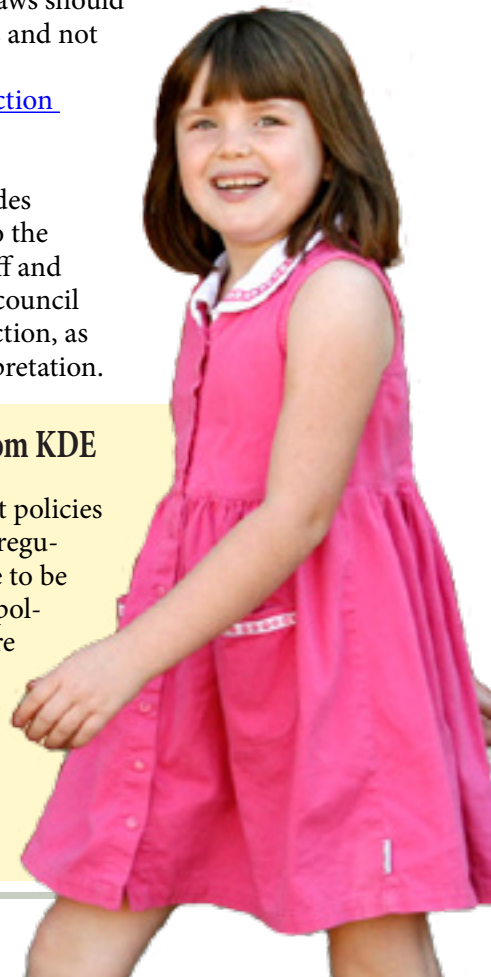
This guidebook includes samples for all statutorily required SBDM policies and bylaws with guidance for the development of sound bylaws and policies. These policies and bylaws should be considered samples and not exemplars.

[SBDM Personnel Selection Guide](#)

The SBDM Personnel Selection Guide provides guidance pertaining to the selection of school staff and the role of the SBDM council during personnel selection, as well as statutory interpretation.

SBDM reminders from KDE

KDE recommends that policies and bylaws be reviewed regularly. Now is a good time to be taking a look at council policies and bylaws to ensure they are focused on student achievement, are being implemented, and are being used to guide the school and the council.



SBDM Council Spotlight

KDE would like to begin spotlighting school councils in the monthly newsletter and on the SBDM webpage. Any council wishing to share some best practices or that would like to share with the state the work being done, please send your submission to a [SBDM consultant](#). Include in the email the name of the school being nominated and the reason the school council should be spotlighted. The chosen school council will appear in our next SBDM Newsletter and be listed on our webpage under SBDM Council Spotlight. A notification will be sent to the school and SBDM coordinator prior to publication.

Office of Next Generation Schools and Districts Division of Consolidated Plans and Audits

Judy Littleton
Planning Branch Manager and
State Migrant Education Director
(502) 564-3791, ext. 4027

Sharma Aitken
SBDM Program Consultant
(502) 564-3791, ext. 4028

Zack Marinelli
SBDM Program Consultant
(502) 564-3791, ext. 4007